



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HIGHWAY MAINTENANCE WORKER IV	30	H	9.117
HIGHWAY MAINTENANCE WORKER III	28	H	9.120
HIGHWAY MAINTENANCE WORKER II	26	H	9.127
HIGHWAY MAINTENANCE WORKER I	23	H	9.130

SERIES CONCEPT

Under supervision, Highway Maintenance Workers perform routine roadway, roadside and structural maintenance activities to restore the roadway surface and maintain its integrity; maintain roadside slopes, shoulders, culverts and ditches in order to restore drainage and prevent erosion; repair or replace related roadway appurtenances such as guardrail, markers, guide posts and fences which may be damaged or in disrepair; establish traffic control using accepted methods to reroute traffic or control traffic speed and flow; remove roadway and roadside debris and excess dirt that may be a traffic hazard, and operate a variety of hand tools, powered tools and light, medium and heavy equipment associated with routine highway maintenance and construction.

Perform preventative maintenance and minor repair on a variety of light, medium, and heavy equipment including visual inspection, checking fluid levels, greasing and cleaning in order to maximize use and efficiency.

Participate in highway landscape operations by: using hand tools, powered equipment or spray rigs mounted to a vehicle or backpack to control undesirable vegetation; using chain saws and boom trucks to prune or fill trees; planting and maintaining flowers, shrubs and ground cover; and operating and maintaining irrigation systems.

Maintain highway/freeway lighting by repairing or replacing light fixtures, light poles and sensors and electric wiring using a boom truck, hand tools, and a variety of electrical testing instruments; assist an electrician in the more complex freeway lighting repairs.

Maintain roadway signs that are damaged or no longer legible by cleaning, painting, or straightening signs; install new base, post or sign face and fabricate new frames, posts, letters/symbols or breakaway devices using a variety of welding equipment.

Participate in pavement striping and marking by calculating patterns and distances and operating specialized equipment such as pavement striper, thermoplastic applicator, high-pressure sprayers and back-up vehicles.

Perform snow removal and ice control to keep major traffic lanes open for emergency vehicles and the traveling public by operating fixed blade plows and medium and heavy dumps and loaders; participate in avalanche control to prevent an unexpected release of snow on the roadway by maintaining traffic control and operating snow removal equipment to clear snow brought down by explosives; and maintain radio contact with a base station, maintenance personnel and law enforcement personnel during storms or emergencies.

Attend training classes related to job skills and performance such as equipment use and maintenance, hazardous material handling, safety procedures, and first aid.

May prepare or provide input into routine record keeping that accounts for time spent, material and equipment used, and location of the activities.

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SERIES CONCEPT (cont'd)

Respond to call-out in emergencies, other than normal working hours, as situations arise.

May train new employees in established procedures related to routine maintenance procedures and train other employees in equipment operation.

Perform related duties as assigned.

CLASS CONCEPTS

Highway Maintenance Worker IV: Under general supervision of the Highway Maintenance Supervisor I, incumbents function as the assistant supervisor of a roadway or specialty crew of seven or more permanent employees on a regular, recurring basis, which must equate to at least 50 % of the incumbent's time and assume all supervisory responsibilities in the absence of the supervisor. Positions in this class are distinguished from the lower level by the scope of leadership and supervisory input incumbents provide the crew supervisor. These responsibilities require a greater depth of knowledge of equipment, materials, methods and procedures relative to highway maintenance and a greater degree of skill in managing personnel, preparing reports and making decisions that impact production and safety.

When the supervisor is absent, plan and schedule maintenance activities including determining what equipment and materials are required, assigning personnel, and completing required record keeping.

As the assistant supervisor, perform and oversee all or part of the duties described in the series concept; assign and review the work of lower level personnel; provide input into performance evaluation; and assist the supervisor in laying out a variety of roadway or specialty maintenance work; organize equipment, materials, personnel and procedures; respond to emergencies; and prepare or provide input into required record keeping.

May consult and/or interpret a variety of department procedures or industry manuals relative to the Maintenance Management System, standard plans, hazardous material, traffic control and equipment repair in order to promote production, efficiency and safety.

May conduct or oversee sampling and testing of materials such as salt/sand or aggregate.

Highway Maintenance Worker III: Under general supervision of a Highway Maintenance Supervisor I or Highway Maintenance Worker IV; incumbents, (1) on a roadway crew, perform skilled work as a certified operator on the heavy, more complex pieces of equipment designated as Category I on the attached class specification supplement, which must equate to at least 25 % or more of their time on a regular, reoccurring basis and perform preventative maintenance and emergency repairs to the equipment as needed. In addition, incumbents may also perform lead work and be responsible for quality assurance during routine maintenance activities described in the series concept while performing duties on a night shift, or occasionally act as supervisor in absence of the supervisor, if necessary. Or, (2) on a specialty crew, are responsible for the full-time lead work supervision of a small work unit engaged in highway landscaping, highway signs and lighting, or pavement marking/stripping activities; operate of specialty equipment and accomplish tasks within established guidelines. Positions in this class are distinguished from those at the lower level by the complexities involved in operating the more specialized or complex equipment; the responsibility for training others in the operation of the more complex equipment and responsibility to act as leadworker in performing routine duties or specialized maintenance in connection with highway landscaping, highway signs and lighting and pavement stripping/marking.

May perform all or part of the less complex duties described in the series concept.

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CLASS CONCEPTS (cont'd)

Review written procedures on traffic control, activities coding, sign configuration and placement, highway lighting, pavement marking/stripping and chemical spraying and make decisions regarding appropriate applications.

May instruct other employees in the operation of the equipment associated with highway maintenance and construction including the heavy, more complex pieces of equipment; may observe and verify the proficiency of other employees undertaking training on the more complex pieces of equipment.

May sample and test the material used in highway maintenance such as aggregate or salt/sand by weighing, drying and reweighing the sample to determine moisture content and/or conducting a sieve analysis of fine and coarse aggregates to determine if the material meets required specifications.

Highway Maintenance Worker II: Under the supervision of a higher level maintenance worker or Maintenance Supervisor I, incumbents perform all or part of the duties described in the series concept. This class is the journey level for the series.

Operate a variety of basic and complex equipment associated with routine highway maintenance including light to heavy pick-up trucks, single and tandem axle dump trucks and front-end loaders and may operate Category I equipment as a certified operator or in a training capacity on an occasional or intermittent basis not to exceed 25% of their time.

Perform most assignments independently when assigned to specialized crews.

May make decisions concerning the set up of simple traffic control measures, the amount of material to be used to effectively complete a job, (i.e. the amount of abrasive to be applied to icy roads), or what emergency measures should be implemented when encountering an accident on the roadway.

Highway Maintenance Worker I: Under supervision of a Highway Maintenance Supervisor I, incumbents work with skilled maintenance workers while performing all or part of the duties described in the series concept. Incumbents operate basic highway maintenance equipment comparable to single and tandem axle pickup trucks and single axle dump trucks. Incumbents may be assigned to more complex work or equipment to gain experience or training. This class is the entry level for the series.

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MINIMUM QUALIFICATIONS

HIGHWAY MAINTENANCE WORKER IV

EDUCATION AND EXPERIENCE: Graduation from high school or the equivalent and one year of experience operating complex equipment and/or performing leadwork supervision on a highway maintenance crew equivalent to a Highway Maintenance Worker III in Nevada State service; **OR** graduation from high school or the equivalent and two years of experience performing a variety of highway maintenance work at a journey level equivalent to Highway Maintenance Worker II in Nevada State service; **OR** an equivalent combination of education and experience. One additional year of experience may be substituted for the high school education.

LICENSE: A Class A, B, or C, commercial driver's license, including appropriate endorsements, may be required within six months of appointment if the applicant is required to operate a commercial vehicle or transport hazardous material to perform the duties of the position.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: layout and oversee the work of others; keep records of time, material and equipment used; estimate quantities of labor and material needed for a project; make decisions that affect production, quality of work and safety. Reading skills sufficient to read and understand policies, procedures, regulations and standard plans associated with maintenance activities; *and all knowledge, skills and abilities required at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

General knowledge of: principles and practices of supervision; procedures related to payroll records, activity reports and status reports associated with a typical highway maintenance crew; Maintenance Management System Manual and associated coding elements; and policies, procedures and regulations affecting roadway and specialty maintenance activities.

HIGHWAY MAINTENANCE WORKER III

EDUCATION AND EXPERIENCE: One year of experience operating basic and complex equipment associated with routine highway maintenance equivalent to a Highway Maintenance Worker II in Nevada State service.

LICENSE: A Class A, B, or C, commercial driver's license, including appropriate endorsements may be required within six months of appointment if the applicant is required to operate a commercial vehicle or transport hazardous material to perform the duties of the position.

SPECIAL NOTE: In order to meet the needs of specialized disciplines embodied in the highway maintenance field, certified equipment proficiency or specialized skills may be required for an incumbent to perform all the tasks of the position. Any specialized background required will be identified prior to the recruitment process within the parameters of the class specification.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Demonstrated skill in operating tools and equipment associated with highway maintenance including the most complex equipment. **Ability to:** operate and maintain, in a lead capacity, the specialized equipment associated with highway landscaping, signs, lighting and pavement striping/markings; maintain effective working relationships with co-workers and supervisors in order to train other personnel and act as leadworker; carry out written or oral instruction without constant supervision; add, subtract, multiply and

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MINIMUM QUALIFICATIONS (cont'd)

divide whole numbers and fractions; *and all knowledge, skills and abilities required at the lower levels of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: materials, methods and equipment used in routine highway maintenance, repair, betterment and construction; procedures and techniques used to sample and test salt/sand and aggregate for moisture content and perform sieve analysis; regulations and procedures applicable to specialized tasks to which incumbents may be assigned. **General knowledge of:** occupational hazards and safety precautions. **Ability to:** act as leadworker, or supervisor in absence of the supervisor, over a small group of employees which includes organizing the work flow, assigning tasks, evaluating subordinate effectiveness and providing training; instruct other personnel in the safe operation of complex equipment; and write sufficiently to prepare summary reports related to work activities

HIGHWAY MAINTENANCE WORKER II

EDUCATION AND EXPERIENCE: One year of experience performing basic highway maintenance work equivalent to a Highway Maintenance Worker I; **OR** two years of experience as a general laborer or semi-skilled worker, one year of which was performing a wide variety of highway maintenance activities.

LICENSE: A Class A, B, or C, commercial driver's license, including appropriate endorsements may be required within six months of appointment if the applicant is required to operate a commercial vehicle or transport hazardous material to perform the duties of the position.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: materials, methods and equipment commonly used in reconstruction, renovating or repairing of highway roadbed, surface, shoulders, drainage facilities or fixtures, or while performing specialized maintenance assignments; *and all knowledge, skills and abilities required at the lower level of the series.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Ability to: operate, maintain and perform minor repairs on all but the most complex tools and equipment used in highway maintenance, betterment and specialized activities; operate snow removal equipment safely and effectively under adverse driving conditions; determine when to establish or remove traffic controls during storms or other emergencies; instruct new personnel in the use of routine tools or procedures; recognize common roadway or roadside deficiencies and hazards; establish and maintain radio contact with base station, other maintenance personnel, and law enforcement officers when necessary.

HIGHWAY MAINTENANCE WORKER I

EDUCATION AND EXPERIENCE: One year of experience as a general laborer or semi-skilled worker that demonstrates an ability and dexterity to operate tools and equipment.

LICENSE: A valid driver's license is required at the time of appointment.

NOTE: This class provides for semi-automatic progression to the Highway Maintenance Worker II level provided: 1) the employee meets the minimum qualifications for the class including obtaining the appropriate A, B, or C Commercial driver's license; 2) has a standard or above performance rating; and 3) has the recommendation of the appointing authority.

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MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Basic knowledge of: methods, equipment and materials used in routine highway maintenance activities.

Ability to: operate and maintain basic equipment associated with routine highway maintenance tasks; and obtain a Class A, B, or C Commercial driver's license appropriate for progression to the Highway Maintenance Worker II level.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: follow oral and written instructions; work as a member of a team; effectively communicate with co-workers and the public; work under adverse conditions such as extreme heat or extreme cold, in or near the path of moving vehicles, or on difficult or steep terrain; perform heavy physical labor; write sufficiently to keep simple records; and read at a sufficient level to understand written instructions on vehicle operation, vehicle maintenance, work procedures, and hazardous material handling. **Skill in:** the use of common hand tools such as rakes or shovels.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.117</u>	<u>9.120</u>	<u>9.127</u>	<u>9.130</u>
ESTABLISHED:	2/19/82	8/31/73	1/1/61	1/1/61
REVISED:	7/1/91P 11/29/90PC	12/13/77	4/1/70	4/1/70
REVISED:		4/8/83	2/17/77	3/22/71
REVISED:		7/1/91P	7/1/91P	12/7/76
REVISED:		11/29/90PC	11/29/90PC	
REVISED:				7/1/91P 11/29/90PC
REVISED:	5/16/94UC	5/16/94UC	5/16/94UC	5/16/94UC
REVISED:	3/18/98UC	3/18/98UC	3/18/98UC	3/18/98UC

CATEGORY I EQUIPMENT LIST
SUPPLEMENT TO THE HIGHWAY MAINTENANCE
WORKER SERIES CLASS SPECIFICATION

Rotary Snowplow

Motor Grader

Crawler/Tractor

Backhoe/Grade-All

Transport

Truck Mounted Asphalt Distributor

Chip Spreader

Cold Planer

Paint Striper

Vacuum Sweep

Culvert Cleaner

NOTE: This list will be maintained and updated by the Department of Personnel.

RE:ts
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5/16/94